



## SE-470 Notice of Claim

**FROM:**

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*(Name of Claimant)*

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*(Address)***TO:**

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*(Name of Recipient)*

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*(Address)***PROJECT:**

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*(Number)*

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*(Name)***CLAIMANT'S STATEMENT OF CLAIM AND CERTIFICATIONS:**

In accordance with the Claims process defined in the Contract between the parties named above for the subject Project, the undersigned hereby submits a Claim, as a matter of right, for the payment of money, an extension of time or other relief, all as set forth in the attached documentation.

The undersigned hereby certifies that this Claim is presented in good faith and that the undersigned has not: (1) knowingly presented or caused to be presented a false or fraudulent Claim; or (2) knowingly made, used or caused to be made or used, a false record or statement in support of this Claim; or (3) conspired with another to obtain payment under a false or fraudulent Claim; or (4) knowingly and willfully falsified, concealed or covered up, by any trick, scheme, or device, a material fact, or made any false, fictitious or fraudulent statements or representations; or (5) made or used any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry

The undersigned hereby certifies that, to the best of my knowledge and belief, the cost and pricing data submitted, either actually or by specific identification in writing, in support of this Claim are accurate, complete and current as of the date set below.

**ATTACHMENTS:**

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*(Name of Claimant)*

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*(Signature)*

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*(Date)*

Signature by the parties below indicates receipt of the Claimants' Notice. *(Claimant does not sign)*

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*(Name of General Contractor)*

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*(Signature)*

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*(Date)*

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*(Name of A/E)*

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*(Signature)*

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*(Date)*

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*(Name of Agency)*

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*(Signature)*

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*(Date)***INSTRUCTIONS TO THE CLAIMANT:**

1. In accordance with the terms of your Contract, submit this Notice of Claim to the Recipient, along with the necessary documentation to clearly establish your entitlement to the requested modification or adjustment. The responsibility to substantiate your Claim is yours.

**INSTRUCTIONS TO THE GENERAL CONTRACTOR, THE A/E AND THE AGENCY:**

1. **GENERAL CONTRACTOR:** Sign the Notice of Claim as necessary and submit to the A/E.
2. **A/E:** Sign the Notice of Claim as necessary and submit to the Agency. Evaluate the Claim in accordance with the terms of your Contract with the Agency.
3. **AGENCY:** Sign the Notice of Claim as necessary and send a copy of the SE-470 and documentation to the OSE Project Manager.